

Message Text

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ACTION EA-12

INFO OCT-01 ISO-00 HA-05 SS-15 SP-02 MMO-04 PER-05

ABF-01 NSC-05 OMB-01 CIAE-00 FBIE-00 INSE-00

NSAE-00 CA-01 VO-03 /055 W

-----057918 010317Z /70

R 310715Z MAR 78

FM AMEMBASSY BANGKOK

TO SECSTATE WASHDC 2438

UNCLAS BANGKOK 9509

E.O. 11652: N/A

TAGS: SREF

SUBJ: DUTY DESCRIPTION OF GOVERNMENT STAFFING FOR A POSSIBLE LONG
RANGE INDOCHINESE REFUGEE PROGRAM

REF BANGKOK 9508

1. FOLLOWING ARE PROPOSED JOB DESCRIPTIONS FOR DIRECT HIRE
STAFFING IN BANGKOK FOR A POSSIBLE LONG RANGE INDOCHINESE
REFUGEE PROGRAM.

2. COORDINATOR:

A. DIRECTLY MANAGE A STAFF IN THAILAND WHOSE EFFORTS
WILL RESULT IN THE SELECTION OF THE MAJORITY OF REFUGEES
UNDER THE PROGRAM.

B. COORDINATE CLOSELY WITH EMBASSY KUALA LUMPUR IN
ITS EFFORTS TO PROCESS A LARGE NUMBER OF BOAT REFUGEES
UNDER THE PROGRAM.

C. MAINTAIN CORRESPONDENCE WITH AND PAY OCCASIONAL
VISITS TO OTHER EAST ASIAN COUNTRIES - SINGAPORE, JAKARTA,
HONG KONG, MANILA, SEOUL, TAIPEI AND TOKYO - FROM WHICH
THE BALANCE OF THE REFUGEES WILL BE SELECTED FOR THE
UNITED STATES.

D. KEEP WASHINGTON AND CONCERNED POSTS INFORMED OF IS
SIGNIFICANT REFUGEE DEVELOPMENTS AND MAKE RECOMMENDATIONS
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TO DEAL WITH PROBLEMS THAT ARISE IN THE IMPLEMENTATION
OF THE PROGRAM.

E. WORK CLOSELY WITH THAI GOVERNMENT REFUGEE OFFI-
CIALS, AND WITH THE REGIONAL OFFICES OF THE UNITED NATIONS
HIGH COMMISSIONER FOR REFUGEES AND THE INTER-GOVERNMENTAL
COMMITTEE FOR EUROPEAN MIGRATION.

3. DEPUTY COORDINATOR:

- A. MANAGE A LARGE AND ETHNICALLY DIVERSE OFFICE THAT COMBINES DIRECT HIRE GOVERNMENT EMPLOYEES AND INDIVIDUALS FROM THE PRIVATE SECTOR.
- B. INSURE THE SMOOTH FLOW OF AN ENORMOUS VOLUME OF CORRESPONDENCE. TAKE RESPONSIBILITY FOR THE DESPATCH OF REQUIRED STATISTICAL AND SITUATION REPORTING CABLES.
- C. SUBSTITUTE FOR THE COORDINATOR IN HIS ABSENCE RO FOR ETHNIC AFFAIRS OFFICERS IN THEIRS.

4. SECRETARY (EXPERIENCED FOREIGN SERVICE SECRETARY):

- A. SCREEN AND ROUTE TELEGRAMS, AND OTHER EMBASSY COMMUNICATIONS.
- B. HANDLE ALL SECRETARIAL WORK FOR THE COORDINATOR, AND ALL CALSSIFIED AND SOME UNCLASSIFIED SECRETARIAL AND CLERICAL WORK FOR ALL OTHER ORRICERS.
- C. MAINTAIN OFFICIAL FILES.
- D. FOLLOW UP ON ASSIGNMENTS THE COORDINATOR GIVES TO OTHER STAFF MEMBERS.
- E. MAINTAIN APPOINTMENTS AND SCHEDULES FOR THE COORDINATOR AND OTHER OFFICERS.
- F. COORDINATE ADMINISTRATIVE MATTERS WITH OTHER EMPLOYEES AND SUPERVISE TIME AND ATTENDANCE REPORTING.
- G. ASSIST THE LOCAL SECRETARY WITH SECRETARIAL DUTIES AS THE WORKLOAD SHIFTS FROM ONE AREA TO ANOTHER.

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5. ETHNIC AFFAIRS OFFICERS:

- A. BECOME FAMILIAR, THROUGH PERSONAL INTERVIEW OR STUDY OF THE FILES, WITH THE CASES OF ALL REFUGEES WHOM THE PRE-SCREENING TEAM DEEMS ELIGIBLE FOR PRESENTATION TO THE IMMIGRATION AND NATURALIZATION SERVICES.
- B. DELETE FROM PRESENTATION TO INS OFFICERS WHOSE CASES THAT PRE-SCREENERS HAVE RECOMMENDED WHICH DO NOT MEET ELIGIBILITY CRITERIA.
- C. PLACE A WRITTEN ENTRY IN EACH CASE FILE GIVING AN OPINION ON THE ELIGIBILITY OF THE PRINCIPALAPPLICANT.
- D. ASSIGN A RELATIVE STANDING TO THE PRINCIPAL APPLICANT IN ALL CATEGORY III CASES.
- E. ASSIST THE PRE-SCREENING TEAMS BY PROVIDING INFORMATION ON ETHNIC CHARACTERISTICS, MILITARY SERVICE, AND FAMILY RELATIONSHIPS.
- F. IN THE INTERESTS OF ACHIEVING U.S. OBJECTIVES, BECOME ACQUAINTED WITH OFFICIALS IN THE PROVINCES WHERE THE CAMPS ARE LOCATED.

6. CORRESPONDENCE CONTROL OFFICER:

- A. INSURE THE SENDING OR REPLIES GIVING COMPREHENSIVE INFORMATION IN RESPONSE TO THE APPROXIMATELY 50

LETTERS PER DAY THAT THE SECTION RECEIVES.

B. GIVE PARTICULAR ATTENTION TO ANSWERING THE 10 CONGRESSIONAL INTEREST LETTERS THAT THE SECTION RECEIVES PER MONTH.

7. CLERK TYPIST:

A. PREPARE HUMANITARIAN PAROLE REQUESTS FOR PRESENTATION TO WASHINGTON.

B. REQUISITION FROM THE EMBASSY AND PURCHASE SUPPLIES, CONTROL THE STANDBY OFFICE CAR, AND ARRANGE FOR OFFICE EQUIPMENT SERVICING.

C. ASSIST WITH PREPARATION OF CORRESPONDENCE AS REQUIRED, AND WORK ON SPECIAL PROJECTS (FOR EXAMPLE, COMPUTERIZING REFUGEE RECORDS).

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8. THREE VISA ASSISTANTS:

A. BOAT CASE VISA ASSISTANT:

(1) INTERPRET FOR JVR CASE WORKERS AND INS OFFICERS.

(2) FILE CORRESPONDENCE AND EVALUATE CASES.

(3) TYPE TELEGRAMS, I-94'S AND INDEX CARDS.

(4) RECEIVE UNHCR BIOGRAPHIC INFORMATION AND COMPLETE INITIAL PAPER WORK FOR PROCESSING.

B. GENERAL VISA ASSISTANT:

(1) COORDINATE WITH OTHER EMBASSY SECTIONS, THE MINISTRY OF INTERIOR, AND THE UNHCR.

(2) TYPE FOR BOTH EMBASSY AND TRC PERSONNEL.

(3) MAINTAIN UNCLASSIFIED CHRON TELEGRAM FILES.

(4) RESERVE SPACE AND PURCHASE TRANSPORTATION TICKETS FOR EMBASSY, IRC, AND VISITING PERSONNEL.

(5) OCCASIONALLY REQUISITION SUPPLIES AND KEEP TIME AND ATTENDANCE RECORDS.

C. INLAND CASE VISA ASSISTANT:

(1) FILE ALL INLAND CASE DOCUMENTS.

(2) TYPE I-94'S AND INDEX CARDS.

(3) ARRANGE FOR IMMIGRANT VISAS WITH THE CONSULAR SECTION AND ESCORT REFUGEES TO CONSULAR INTERVIEWS.

(4) MAINTAIN A LOG BOOK OF ALIEN (PAROLE) NUMBERS.

(5) COORDINATE BETWEEN IRC, ICEM AND OTHER SECTIONS OF THE EMBASSY.

WHITEHOUSE

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: REFUGEES, PERSONNEL
Control Number: n/a
Copy: SINGLE
Draft Date: 31 mar 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 jan 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978BANGKO09509
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780141-0554
Format: TEL
From: BANGKOK
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t1978035/aaaaaeay.tel
Line Count: 162
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Litigation History:
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Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 78 BANGKOK 9508
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 02 mar 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3277572
Secure: OPEN
Status: NATIVE
Subject: DUTY DESCRIPTION OF GOVERNMENT STAFFING FOR A POSSIBLE LONG RANGE INDOCHINESE REFUGEE PROGRAM
TAGS: SREF, APER, TH
To: STATE
Type: TE
vdkgvwkey: odhc://SAS/SAS.dbo.SAS_Docs/f18a7cc4-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
US Department of State
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